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Approved For Release 2000/08/28 : CIA-RDP78-04720A000100120014-1

### RECORDS CENTER CAPACITY REQUIREMENTS

1. With the addition of 30,000 sq. ft. of space, total capacity of the Center will be 100,000 cubic feet. At the present rate of intake and net growth of Center holdings this space should be adequate for approximately 10 years.
2. On 30 June 1956 the Records Center had on hand 27,903 cu.ft. of material which is 65% of its total capacity. These records were received from almost every office and are distributed by volume among major components as follows: DCI 22 cu.ft., DD/S 5906 cu.ft., DD/P 5004 cu.ft., DD/I 16,971 cu.ft. (includes 11,247 cu.ft. of finished intelligence material.)
3. The Center received material during the period 1 January through 30 June 1956 at the rate of 61 cubic feet per working day. This is more than double the experience of the previous two years. This experience and recently developed requirements in the DD/P and DD/I areas indicate that the present rate of growth will continue during 1956. At this rate it is estimated that the present Records Center space will be exhausted by about 1 April 1957.
4. The destruction of records held by the Center is increasing gradually each year but this will not offset the increased rate of receipt. Material going to the Center is responsive to a records control schedule developed by the Records Management Staff and the office concerned. These schedules show retirement dates (to the Center) and destruction dates. This fiscal year over 2200 cubic feet of material was either destroyed at the Center or returned to offices concerned for screening and destruction.
5. It is estimated that the Agency has 110,000 cubic feet of records in active files. Records control schedules covering 70,556 cubic feet (65%) of material have been prepared. Of this amount 19.5% will be retained permanently and 80.5% kept from one to 75 years. About 47% of the temporary records fall within the 5 to 15 year retention period. Consequently no appreciable increase in rate of destruction will occur for some time.
6. Since a certain per cent of all records created must be retained permanently by the Records Center as the Agency Archives, the total holdings of the Center over the years will always be increasing. This rate of increase may vary, and it could occur that during a particular year a balance would be struck between records received and records destroyed. However, by the very nature of the operation no permanent stabilization of available storage space can be achieved.

Appendix A

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6. Due to the urgency of the situation, I have contacted the Real Estate and Construction Division of Logistics for advice and recommendations. They estimated the A&E costs to be \$17,200 and the construction cost to be \$360,000. It was their recommendation that A&E funds be made available at once for preparation of plans and specifications if occupancy of the completed structure was required by April 1957, since delays may occur due to weather conditions usually experienced by contractors during winter months.

7. It is therefore recommended that advanced approval of this project for the addition of 30,000 square feet be given in principle and that 1956 fiscal year funds, not to exceed \$17,200 be authorized immediately for the award of an A&E contract to prepare plans and specifications. No difficulty is expected by the office of Real Estate and Construction, Office of Logistics in obligating these funds. A detailed project outline requesting authority and funds for the construction work will be submitted in the near future.

/s/ [REDACTED]  
Chief, Management Staff

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Enclosures:  
References (b) and (c)

CONCURRENCES:

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/s/ [REDACTED]  
Director of Communications

13 June 1956  
Date

\*/s/ E. R. Saunders  
Comptroller

15 June 1956  
Date

\*WTC has included \$420,000 for the proposed construction in their 1958 budget.

/s/ James A. Garrison  
Director of Logistics

15 June 1956  
Date

The recommendations in paragraph 7 are approved:  
June 18, 1956 /s/ H. Gates Lloyd  
for L.K. WHITE  
Deputy Director  
(Support)

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